

ADMINISTRATIVE INTERNAL USE ONLY

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PERSONNEL
12 May 1975

DD/A ADMINISTRATIVE
INSTRUCTION NO. 75-4

SPECIAL RETIREMENT OPTIONS

1. The Directorate of Administration is still in a surplus situation requiring some personnel reductions. In order to achieve this ceiling authorization, the components of the Directorate have been authorized to offer to eligible and interested employees the opportunity to retire under special conditions through 31 July 1975.

2. The following criteria must be met by those eligible employees interested in taking advantage of the discontinued service or involuntary retirement options:

a. Civil Service Retirement System

(1) 50 years of age and have completed 20 years of creditable Federal service, or

(2) have completed 25 years of creditable Federal service, any age.

Annuities are reduced one-sixth of one per cent per month (2% per year) for each month the individual is under age 55.

b. CIA Retirement and Disability System (CIARDS)

Have completed 25 years of creditable service at any age and have ten years' CIA service and five years' qualifying service. No reduction in annuity will be made for age.

3. This retirement authority has been granted only through 31 July 1975. In view of the indications that there may be another cost-of-living increase for annuitants, employees contemplating retirement may wish to give serious consideration to the two retirement options. Eligible careerists who desire to take advantage of one of the involuntary retirement options should notify their Personnel or Career Management Officer as soon as possible to ensure that the necessary processing can be completed.

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John F. Blake
Deputy Director
for
Administration

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INSTRUCTION NO.
LI 1-14

LI 1-14
ORGANIZATION
Revised 4 April 1975

SUBJECT: Mission, Functions, and Delegations of Authority; Executive
Office, Office of Logistics

1. MISSION

Provide administrative support and coordinate all functions of the Office of Logistics (OL).

2. FUNCTIONS AND AUTHORITIES OF THE EXECUTIVE OFFICER (EO/OL)

a. Functions - The EO/OL is in the chain of command from the Director of Logistics (D/L) and the Deputy Director of Logistics (DD/L) to the divisions and staffs within OL. The EO/OL will:

- (1) Assist with the overall management of OL and exercise supervisory authority over division and staff elements.
- (2) Provide planning, policy, and procedural guidance to the D/L and OL division and staff chiefs on matters pertaining to organization and management, budget and fiscal, and registry and record services.
- (3) Serve as focal point and primary action officer for all matters pertaining to the Freedom of Information Act in OL. In this area, the EO/OL shall ensure that provisions of Executive Order 11652, [REDACTED] (National Security Information Classification, Declassification, and Access) are properly administered in OL.
- (4) Maintain liaison with other Agency components.
- (5) Perform administrative duties of common concern for OL.
- (6) Initiate and administratively control all OL regulatory issuances and Agency issuances concerning OL.

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(7) Provide for OL the following support services:

- (a) A budget and fiscal activity to advise and assist in financial matters, to prepare and execute the OL budget, to initiate and maintain appropriate records, to furnish reports, and to perform other duties of a fiscal nature.
- (b) A registry for receipt and release of official communications and maintenance of files in connection therewith.

b. Authorities of the EO/OL - In conjunction with the functions detailed above, the EO/OL is delegated authority to:

- (1) In the absence of the D/L and/or the DD/L, exercise all approval authorities specifically delegated to them.
- (2) Approve all OL financial transactions including authorities of a travel authorizing official.
- (3) Approve training requests within authorities delegated to the D/L.
- (4) Approve and control space allocation, alterations, moves, and services within OL.
- (5) Approve new orders for the acquisition of general-purpose publications.
- (6) Direct and approve holiday work and irregular overtime, as defined in [REDACTED]. This includes certification of time and attendance reports for GS-12 through GS-14 employees who have been authorized to perform overtime.
- (7) Approve Printing Services Requisitions for OL.
- (8) Release dispatches and cables pertaining to OL matters.

3. FUNCTIONS OF BUDGET AND FISCAL BRANCH AND RECORDS AND SERVICES BRANCH

a. Budget and Fiscal Branch

- (1) Assist in the compilation, review, and preparation of the OL response to the annual Program Call.

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- (2) Upon receipt of fund and position ceilings established by the Deputy Director for Administration, review the OL Program Call, make recommendations to the D/L and, based on decisions made, prepare the annual Office estimates budgetary submission.
- (3) Responsible for the maintenance of financial records and for the preparation of analytical reports, on a monthly basis, reflecting the status of funds and Property Requisitioning Authority allotted to OL.
- (4) Responsible for the maintenance of financial records reflecting the status of funds allotted to the D/L for the Headquarters procurement of Agency property.
- (5) Provide procedural and regulatory guidance to OL personnel concerning budgetary and accounting problems.
- (6) Responsible for certifying the availability of funds and for reviewing travel orders and related accountings as well as various types of reimbursement vouchers to insure compliance with Agency financial regulations.
- (7) Initiate correspondence to accomplish funding of the Region 3 and Region 9, General Services Administration, Working Funds.
- (8) Responsible for administrative review of imprest funds maintained by OL personnel.
- (9) Responsible for liaison with other components of the Agency with respect to budget and fiscal matters.

b. Records and Services Branch

- (1) In accordance with Agency regulations, provide policy and procedural guidance and assistance to the D/L, the EO/OL, and other OL personnel concerning communications, regulatory material, records and forms creation, maintenance, use, preservation, and disposition.
- (2) Responsible for the OL vital records program.

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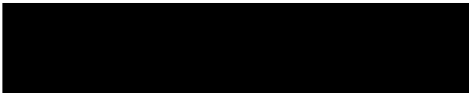
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- (3) Operate the OL mail center, prepare mail control tickets, and assign correspondence (including cables and dispatches) to the proper OL component for action, establishing suspense dates when necessary.
- (4) Responsible for the maintenance of official files, determining what is permanent record material and what is temporary, for the Office of the D/L.

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- (6) Within OL, responsible for the set up and maintenance of official files for Agency regulatory material proposed for publication.
- (7) Control Top Secret and registered documents and process in accordance with existing instructions; maintain central file for documents and develop and maintain instructions for handling documents; destroy Top Secret material when appropriate.
- (8) Obtain pseudonyms and aliases for all ML employees, maintain official records, and provide the necessary reference service.


MICHAEL J. MALANICK
Director of Logistics

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